



AUGUST 2004

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

PROCESS SGT/SSG PROMOTIONS

Practical Exercise 6

(DO NOT WRITE IN THIS BOOKLET)

PRACTICAL EXERCISE SHEET 6

Title	PROCESS SGT/SSG PROMOTIONS						
Lesson Number/Title	CAA2A601 version 1 / PROCESS SGT/SSG PROMOTIONS						
Introduction							
Motivator	<p>ATTENTION: As a graduate of Advanced Individual Training you may be assigned as the Battalion Enlisted Promotions Clerk. The Human Resources Sergeant will explain the responsibility of processing SGT/SSG Promotions, and the effect you will have on the soldiers of the unit.</p> <p>MOTIVATION: Everyone is affected by promotions; during this lesson you will learn the responsibilities to maintain the credibility of the enlisted promotion system. Following the established policies and procedures you will have an important role and impact on the soldiers of your unit.</p>						
Terminal Learning Objective	<p>NOTE: Inform the students of the following Terminal Learning Objective requirements.</p> <p>At the completion of this lesson, you [the student] will:</p> <table><tr><td>Action:</td><td>Process SGT/SSG Promotions</td></tr><tr><td>Conditions:</td><td>Given AR 600-8-19, DA Pam 611-21, student handouts, standard office supplies.</td></tr><tr><td>Standards:</td><td>Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Maintained SGT/SSG Promotion Standing List.</td></tr></table>	Action:	Process SGT/SSG Promotions	Conditions:	Given AR 600-8-19, DA Pam 611-21, student handouts, standard office supplies.	Standards:	Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Maintained SGT/SSG Promotion Standing List.
Action:	Process SGT/SSG Promotions						
Conditions:	Given AR 600-8-19, DA Pam 611-21, student handouts, standard office supplies.						
Standards:	Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Maintained SGT/SSG Promotion Standing List.						
Safety Requirements	Standard office safety practices are to be observed while working with computers and electrical equipment. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.						
Risk Assessment Level	Low						
Environmental Considerations	None						
Evaluation	The PE contains 18 multiple choice questions.						
Instructor Material	AR 600-8-19 and DA Pam 611-21, and student handouts.						
Student Material	AR 600-8-19 and DA Pam 611-21, and student handouts.						

**Instructional
Lead-In**

Recently you were given blocks of instruction on how to Process Enlisted Advancements and Reductions for PV1 through SPC; today we will begin instruction on how to Determine Eligibility for Promotion.

**Special
Instructions**

OBJECTIVE: This Practical Exercise is designed to measure your ability to Determine Eligibility for Promotion.

MATERIALS REQUIRED:

AR 600-8-19, DA Pam 611-21, student handout, pencil and answer sheet.

INSTRUCTIONS:

- a. Ensure your name, social security number, class number and date on your answer sheet.
- b. This exercise contains 18 multiple choice questions. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new booklet from your instructor. You have 30 minutes to complete this exercise.
- c. All questions have only one correct answer. Make all responses clear and legible on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted.
- d. All work on this exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken.
- e. Upon completion of this exercise, turn in your booklet, answer sheet and any scratch paper or other issued exercise materials to the Instructor. You will receive further guidance at that time.

Procedures

PROCESS SGT SSG PROMOTIONS

Answer 20 questions utilizing the knowledge learned in the previous enabling learning objectives.

1. What report is used to identify soldiers recommended for promotion to SGT or SSG?
 1. Unit Enlisted Promotions Report
 2. Unit Personnel Administration Report
 3. Board Recommendation DA FORM 3355
 4. Board Member Appraisal Worksheet DA Form 3356

2. When should the Unit Enlisted Promotion Report be forwarded to the unit commander?
 1. NLT the first working day of the month proceeding the board month.
 2. NLT the fifth working day of the month proceeding the board month.
 3. NLT the sixth working day of the month proceeding the board month.
 4. NLT the tenth working day of the month proceeding the board month.

3. Which guidance is used for enlisted promotions?
 1. AR 25-50
 2. AR 600-8-19
 3. DA PAM 600-8-31
 4. DA PAM 611-21

4. What is the service remaining obligation for promotion to SSG?
 1. 12 months
 2. 24 months
 3. 36 months
 4. 48 months

5. How many promotion points is the Army Commendation Medal (ARCOM) worth?
 1. 10
 2. 15
 3. 20
 4. 25

6. What is the maximum points a commander can give for Section A, item 2(a)-(f) on the DA Form 3355?
 1. 150
 2. 300
 3. 400
 4. 500

7. What table in AR 600-8-19 identifies promotion points for the APFT score?
1. Table 2-1
 2. Table 3-5
 3. Table 3-17
 4. Table 3-21
8. The commander enters duty performance points in what section of the DA Form 3355?
1. Section A, item 1, Military Training
 2. Section A, item 2, Duty Performance Points
 3. Section B, item 2, Military Education
 4. Section C, item 3, Civilian Education
9. Which board member(s) **isn't** required to be senior in grade to those being considered for promotion?
1. All officers
 2. The board recorder
 3. The President of the Board
 4. All noncommissioned officers
10. What Table lists the steps for conducting promotion boards?
1. Table 3-5
 2. Table 3-6
 3. Table 3-7
 4. Table 3-17
11. Promotion boards will be conducted by which day of the month?
1. 10th
 2. 15th
 3. 20th
 4. By the last duty day of the month
12. Who prepares the memorandum of appointment of board members for the promotion authority signature?
1. The BNS1.
 2. The unit commander.
 3. The President of the Board.
 4. The Personnel Service Battalion
13. What takes place if board proceedings are disapproved?
1. A new board will convene.
 2. Complete a removal board.
 3. Integrate Soldiers onto the recommended list.
 4. Put board proceedings into the Soldier's training records.

14. What document will be signed by the board president after the promotion board?
1. DA Form 3356
 2. DA Form 3357
 3. Memorandum for Record
 4. Board Proceedings Memorandum
15. What are the two types of promotion point reevaluations?
1. Official and unofficial
 2. Administrative and total
 3. Adjustment and administrative
 4. Reevaluation and total reevaluation
16. If a Soldier was added to the promotion standing list on the 20th of May, when would the Soldier be eligible for promotion?
1. 1st day of May
 2. 1st day of July
 3. 1st day of August
 4. 1st day of September
17. How long will removal board proceedings be retained in the local promotion workcenter?
1. One year
 2. Two years
 3. Three years
 4. They will not be retained
18. A Soldier must increase his/her promotion points by how many points to be considered for an administrative reevaluation?
1. 10
 2. 15
 3. 20
 4. 25